

**Office of the Accountant General (Audit), Mahalekhakar Bhawan, R-Block, Beerchand Patel
Marg, Bihar, Patna-800001**

Tour Programme for compliance audit of 3rd quarter 2021-22

Party No: CA-02 (AMG-I)

Name of Party members:-

1. **Shri Pankaj Kumar No. 01 , AAO**
2. **Shri Bablu Kumar, AAO**
3. **Shri Avinash Kumar, AAO(A)**

Name of Supervising Officer - **Shri Anil Kumar Prasad, Sr. AO**

Sl. No.	Name of the audit entity	Risk Category	Last audit conducted	Duration of programme		Number of working days	Remarks
				From	To		
1	SE, Design-cum-Mechanical Circle, Ganga Bridge Project, RCD, Patna	H	LA	18.10.21	01.11.21	10	Sat-23/10,30/10 Sun-24/10, 31/10 Holiday-19/10
2	CE, Central Design Organization, RCD, Patna	H	LA	02.11.21	18.11.21	10	Sat-06/11,13/11 Sun-07/11, 14/11 Holiday-04/11, 10/11, 11/11
Transit to Katihar- 19.11.2021							
3	EE, Road Division, RCD, Katihar	H	Oct 16	20.11.21	03.12.21	12	Sun- 21/11, 28/11
Transit to Barsoi (Katihar)- 04.12.2021							
4	EE, Road Division, RCD, Barsoi, Katihar	H	March 16	04.12.21	17.12.21	12	Sun- 05/12, 12/12
Transit to Jhajha (Jamui)- 18.12.2021							
	EE, Works Div. , RWD, Jhajha, Jamui	H	July 17	20.12.21	03.01.22	12	Sun- 19/12, 26/12, 02/01 Holiday- 25/12
Transit to Patna:- 03.01.2022 (Evening)							

Attached to headquarter- 04.01.2022

Instructions:

- Teams to strictly follow the social distancing, guidelines issued by MHA, CAG office and this office and maintain personal hygiene.
- In case of holiday in State Government offices, field party will be attached to Headquarter during local tour.
- As per order of A.G. sir, no extension will be granted except in case of exigency/seriousness of work.
- Field party is directed to come on Headquarter on every weekend from place of auditee units at a distance of less than 150 km from Hqr (not applicable where boarding/lodging of Audit Team is in circuit house/ guest house/inspection bungalows, messes etc.) {Authority vide Hqr. Letter No. 3368/BRS/2012 dated 27th June 2012}.
- The audit party is directed to intimate the details of hotel/accommodation i.e. Name of Hotel, Address, Room No and contact details etc to AMG-I (Hq) as soon as they will check in at hotel/accommodation.
- The audit party is directed to perform their field duty viz issuance of memo and other related works etc. on OIOS platform positively.
- The audit party will collect the information of all types of schemes with their allotment and expenditure pertaining to the last 3 years and submit the same to AMG-I(Hq).
- IRs must be submitted within 07 days from the date of completion of audit alongwith its soft copy.
- Party will have to submit at least one PDP from each High Category unit.
- Party will collect outstanding old IRs from concerned vetting sections and submit review report after obtaining reply from the units.
- Party will submit report on DAOs/DAs performance in the light of proforma given in MSO (audit).
- Party will submit 18 proforma as per Allahabad Model. The hard copy of 18 Proforma will be attached with DIR and soft copy will be submitted to headquarter Section (AMG-I).
- The audit party will issue separate memo to DAOs/DAs in respect of financial irregularities noticed during audit and obtained the reply from the DAOs/Das (like register of DAO objection book etc.)
- The audit party is directed to scrutiny the Cash Book with bank details of savings accounts/current accounts and PDA/PLA maintained by auditee unit. In this regard, the party will collect the certified bank statement from concerned banks.
- The joint physical verification will be done only after selection/review of schemes by the audit party and the same report along with photographs will be submitted with the concerned Draft Inspection reports.
- The Audit party will follow the checklist as approved by the Group Officer for further guidance.
- The Audit party is directed to submit compliance report of complaint cases/media reports (press clippings) received to the party, if any, to the headquarter section (AMG-I) separately.

Sd/-

Dy. Accountant General (AMG-I)

No. AMG-I (Hqrs.)/TP 3rd qtr 2021-22/

Date:07.10.2021

Copy to:-

1. Secretary to Accountant General (Audit) Bihar, Patna
2. Dy. Accountant General (Adm.) Sectt.
3. Dy. Accountant General (AMG-I) Sectt.
4. Sr. Audit Officer, Claim.
5. Sr. A.O. AMS

